

NAME OF COURT AND JUDICIAL DISTRICT OR BRANCH COURT, IF ANY  	FOR COURT USE ONLY
<p align="center"><b>REQUEST FOR TRANSFER OR EXTENSION OF TIME FOR RETENTION OF SUPERIOR COURT RECORDS</b> (Optional form)</p>	

**TO THE CLERK OF THE COURT:****1. Request for Transfer of Superior Court Records**

- ☐ We request an order by the presiding judge for transfer of the superior court records to our possession pursuant to rule 6.756 of the California Rules of Court. We agree to make the records reasonably available to all members of the public and to pay the costs of transferring the records.
- ☐ Only the following records are requested (*specify*):

**2. Request for Extension of Time for Destruction of Superior Court Records**

- ☐ We request an order by the presiding judge for an extension of time for the destruction of some or all of the superior court records pursuant to rule 6.756 of the California Rules of Court, to (*date*):

Reasons for the requested extension, the records to be transferred, and additional time needed are explained below. We understand that the presiding judge must find good cause to issue an order permitting extension of time for the retention of the court records. (*If you need more space for your explanation, write it on a separate piece of paper, attach it to this form, and check this box* ☐ .)

**You must make your written request for an order by the presiding judge within 30 days after the date of the Clerk's Notice of Intent to Destroy Superior Court Records; Offer to Transfer Possession.**

Date:

Name and address of organization:

.....  
(SIGNATURE)

Your Name:  
Title:  
Telephone:  
Fax: